

**POSITION DESCRIPTION****PT4****Town of Needham****Assistant Administrative Assessor****3/98*****Duties:***

Under the general direction of the Administrative Assessor, assist with property appraisals, valuations, inspections, sub-divisions, land values, records, statistics, reports and administration of the Assessor's Department.

Perform office activities, field measurements and a variety of inspections of commercial and residential buildings, alterations, additions, demolitions and general construction in conjunction with records of the Building Inspector. Interpret and apply appropriate appraisal techniques for fair and equitable assessments. Review map revisions, value land, check sub-divisions.

Assist in the daily office activities of the department, working directly and individually with the public to answer and/or resolve questions, problems and complaints. Assist Administrative Assessor, researching and providing data for Town officers, reports, local officials and department heads.

Assist in preparing defense and resolving disputes submitted to the Appellate Tax Board. Analyze relevant information and records; prepare related supporting documentation; discuss cases with taxpayers, attorneys, and appraisers, and may represent the Town before the Appellate Tax Board. Authorized to settle selected residential cases within designated dollar levels.

Perform data processing procedures dealing with the computerization of valuation techniques. Use CRT terminals, analyzing computer print-outs and mechanics of computerization as it relates to the Assessor's office. Assist and guide office staff members on matters relating to computerized techniques and issues related to assessment, valuation and related records.

Attend professional seminars, workshops and association activities. Perform miscellaneous related duties as required.

***Basic Knowledge:***

Work requires knowledge of tax law administration and property evaluation techniques equivalent to three years of college training. Massachusetts Accredited Assessor's certificate required.

***Experience:***

Duties require up to five years of related experience in various phases of assessing and appraising.

***Independent Action:***

Works independently referring only sensitive issues or issues of policy to Administrative Assessor or Board.

***Supervisory Responsibility:***

Act for Administrator in absence of the incumbent.

***Physical and Environmental Standards:***

- Regular periods spent outside subject to weather conditions while inspecting or directing work.
- Frequent walking, standing, and climbing.
- May spend sustained periods at terminal or on telephone.